

BOOKING TERMS

- *We can hold a provisional booking for up to 14 days, thereafter, a deposit of £500 will be required to secure your wedding reception date. Non-confirmed bookings will automatically be released.*
- *The deposit is non-refundable and we recommend that wedding insurance is taken out, to cover cancellations, due to unforeseen circumstances*
- *A pro-forma invoice will be sent 14 days prior to the wedding and will be based on your final numbers. You are required to settle the balance 7-days before the wedding date*
- *Any extras will be invoiced separately after the reception and payment is required on departure*
- *Please note that payments made by credit card will incur a 2% charge*
- *Meals for children under 10 years are charged at 75% of the adult price and children under 2 are free of charge*
- *All rates quoted are inclusive of VAT*
- *If a confirmed booking is cancelled less than 3 months before the reception date, Penmorvah Manor has the right to charge 50% of the estimated total amount and if cancelled less than 3 weeks before the date, 100% may be charged, by way of compensation*
- *The hotel operates a non-smoking policy*
- *Penmorvah reserves the right to supply all alcoholic beverages including in bedrooms and grounds*
- *Linen napkins are priced at £0.55 per napkin*
- *Evening function room hire charge is £300.00*
- *Entertainment is to finish at 11.00pm, with the bars closing at 11.00pm*
- *All menus must consist of 3-courses with Soup or Starter, Main-course and Sweet*
- *All Civil Ceremonies need to be no later than 2.00pm*
- *Wedding Breakfast meal time no later than 3.30pm*
- *Bio-degradable confetti or fresh rose petals to be used*
- *Please note you will be responsible for your guest's behaviour and we will seek reimbursement from yourselves for any damage caused*
- *Prices and menus are subject to change each January*

CIVIL WEDDING CEREMONY

We are delighted to announce that from 2004 Penmorvah Manor has been licensed to host Civil Wedding Ceremonies, which allows couples to have their whole wedding day catered for in one beautiful location.

Below is a guideline to the Civil Weddings, however we would be happy to discuss each couples individual requirements.

	<u>Saturday</u>	<u>mid-week</u>
<i>Helford Suite – up to 50 guests</i>	<i>£250.00</i>	<i>£200.00</i>
<i>- 50 to 100 guests</i>	<i>£300.00</i>	<i>£250.00</i>

Applicants should be aware that civil ceremonies can only legally take place between the hours of 8am and 6pm.

Once you have provisionally reserved your chosen date, you should contact the Superintendent Registrar to check that they also have the same date available. Without the presence of the Superintendent Registrar and a Registrar, a marriage ceremony can not take place. The fee for this attendance is be made direct to the Registrar before the ceremony. The contact details for Falmouth are as follows:

Registration Service—County Solicitor's Department, Registration Office, Skol Goth, Albany Place, Falmouth, TR11 3BZ. Tel: 01872 322007 Fax: 01326 319540 E-mail: falmouthregistrars@cornwall.gov.uk

The couple will also have to give notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. The notice must be given in person by one of the couple and is valid for 12 months. One of the couple should therefore, attend the registrar Office where they live as soon as possible after notice has been given.

The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependant on:

- * the attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated
- * the issue of the authority or authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given

When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony

The couple should be advised that only the Superintendent Registrar could permit a civil, non-religious ceremony. Any music, readings, words or performance, which form any part of the ceremony, must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.

Any rights of copyright for music, reading etc permitted at the ceremony are a matter for the couple

No Food or drink may be sold or consumed in the room in which a marriage ceremony takes place for one hour prior to that ceremony or during that ceremony